

SiteManager **Training Manual**



Module A
Chapter 2

Contract Administration
Contract Records
Milestones

Section A-1-2-2

Entering Milestone Information

Student's Version

Indiana Department of Transportation
August 2007, Version 3.7b

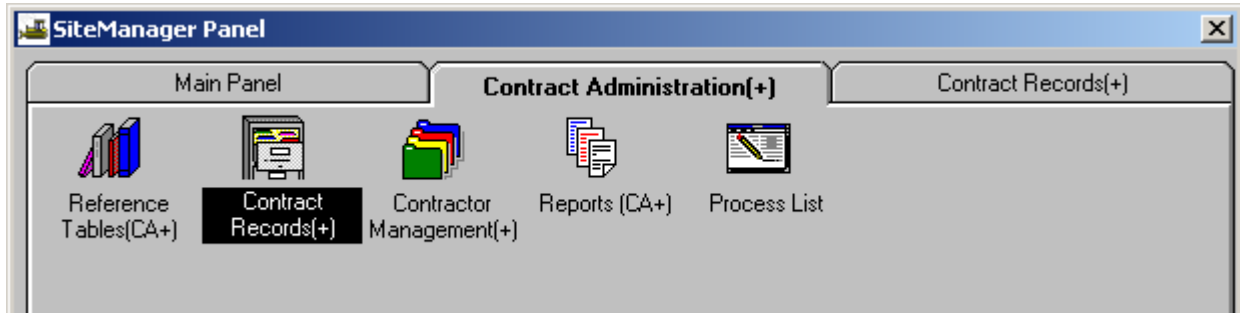
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Entering Milestone Information

This module will explain how to add information to an existing milestone.



“Double-click” on **Contract Administration (+)** located on the Main Panel.



“Double-click” on **Contract Records (+)**.



“Double-click” on **Milestones**.

Select Contract

Selection

Contract ID

Find :

Contract ID

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Loca
dea90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT QA
MT-DOCS	00-0000000	MT_DOCS	ACTV	C094	900			MISC MATERIALS
R-90001	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT QA
R-90002	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT QA
R-90003	99-9999977	STP 3387005	ACTV	C087	660			ON SR 261 AT QA
R-90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT QA

OK Cancel

The **Select Contract** panel opens.

The bottom panel contains columns for:

- **Contract ID:** this is the identification number assigned to the contract.
- **Vendor ID:** this is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** this is the assigned Federal or State Project Number.
- **Status:** this field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** this field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** this column indicates the District office administering the contract.
- **Lvl 3:** this column is not utilized by INDOT.
- **Lvl 4:** this column is not utilized by INDOT.
- **Location Description 1:** this column is the description of the physical limits of the contract.

“Double-click” on the appropriate **Contract ID**.

AASHTO SiteManager
File Edit Services Window Help

Milestones
Contract ID: R-90004

Mlstr Nbr	Description	Time Used(%)	Cur Mlstr Cmpl Date
02	Road Closure Casey Road	0.000	00/00/00
03	Road Closure Oak Grove Street	0.000	00/00/00

Milestone Nbr: 03 Description: Road Closure Oak Grove Street

Time Charges: CALENDAR DAYS Bid Days: 5 Charged: 0

Rate Time Period: Days Bid Hours: Remaining: 5

Adjusted: .0 Preconstruction Ind

Credit Days: 0 Milestone Cmpl Ind

Incentive Rate Amt: \$0.00

Disincentive Rate Amt: \$1,000.00

Incentive Cap Amt: \$0.00

INDOT

The existing milestones are listed in the top panel.

“Click” on the appropriate Milestone **Description** located on the top panel. If scrolling is required to view the Milestone, “click” on the right scroll bar located in the top panel, then “click” on the appropriate Milestone **Description**. The information for an individual milestone is listed in the bottom panel.

AASHTO SiteManager
File Edit Services Window Help

Milestones
Contract ID: R-90004

Mlstr Nbr	Description	Time Used(%)	Cur Mlstr Cmpl Date
02	Road Closure Casey Road	0.000	00/00/00
03	Road Closure Oak Grove Street	0.000	00/00/00

Milestone Nbr: 03 Description: Road Closure Oak Grove Street

Time Charges: CALENDAR DAYS Bid Days: 5 Charged: 0

Rate Time Period: Days Bid Hours: Remaining: 5

Adjusted: .0 Preconstruction Ind

Credit Days: 0 Milestone Cmpl Ind

Incentive Rate Amt: \$0.00

Disincentive Rate Amt: \$1,000.00

Incentive Cap Amt: \$0.00

INDOT

Work Start: Enter in the Date and Time that work on the milestone began. Time is recorded using the 24 Hour clock.

Original Milestone Comp: If the milestone was a **Fixed Completion Date**, enter in the original completion date for the milestone.

Actual Completion: Enter in the Date and Time that work on the milestone was completed. Time is recorded using the 24 Hour clock.

“Click” the **Save**  button.

Entering Milestone Information

A-1-2-2 T Group Exercise

This exercise will demonstrate how to update a contract milestone.
Use a milestone previously setup for existing contract R90004.

Log into SiteManager as: update
Enter password: pass

Navigate from the **Main Panel**:

“Double-click” on the icon for **Contract Administration (+)**

“Double-click” on the icon for **Contract Records (+)**

“Double-click” on the icon for **Milestones**

“Click” on the appropriate **Contract ID**: R90004

“Click” on **Mlstr Nbr** 03 Road Closure Oak Grove Street

“Click” on **Work Start** window in the bottom panel

Type in Work Start date of 04/25/06

“Click” on **Actual Completion** window in the bottom panel

Type in Actual Completion date of 04/30/06

“Click” the **Save** button on the toolbar.